

# Application

## Mail or fax application to:

Registrar, USFWS-NCTC  
Route 1, Box 166  
Shepherd Grade Road  
Shepherdstown, WV 25443  
304/876 7200 Fax: 304/876 7202  
<http://training.fws.gov>

U.S. Fish & Wildlife Service

# National Conservation Training Center



## Course Information

Course Code	Course Name	
Course Date	Course Location	If NCTC: Check One <input type="checkbox"/> Commuting <input type="checkbox"/> On-Site Accommodations

## Applicant Information

Affiliation: Check One

<input type="checkbox"/> FWS	<input type="checkbox"/> BLM	<input type="checkbox"/> NPS	<input type="checkbox"/> USDA-FS	<input type="checkbox"/> Other Federal	<input type="checkbox"/> State
<input type="checkbox"/> University	<input type="checkbox"/> Private	<input type="checkbox"/> Not-for-profit	<input type="checkbox"/> Other Public	<input type="checkbox"/> Tribal	<input type="checkbox"/> International

Name	SSN*	Federal Series/Grade
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\*This information is voluntary and applications will not be rejected if omitted. The information will be used internally for registration and billing and will not be disclosed to other sources.

Organization Code/Name	Organization Tax ID/ ALC Number
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Division/ Duty Station	Job Title
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Mailing Address
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City/State	Zip	Region
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Email Address	Business Phone	Business Fax
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Supervisor's Name	Supervisor's Phone	Supervisor's Signature
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## Special Needs

<input type="checkbox"/> Federal SF182	<input type="checkbox"/> IA Agreement	<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Check
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Credit Card Number**	Expiration Date	<input type="checkbox"/> Visa	<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard
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\*\* If you prefer, you may contact the registrar's office directly and provide this billing information verbally

Organization Code/Name	Organization Tax ID/ ALC Number
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Mailing Address	City, State, Zip
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Billing Contact	Business Phone	Business Fax
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If you need to cancel, please check the appropriate box below and fax form back to NCTC Registrar. ☐

You may also cancel by email message to NCTC Registrar@fws.gov as soon as possible.

Is your cancellation due to ☐ Mission Requirement ☐ Schedule Conflict ☐ Funding Limitation ☐ Other Supervisor Directed? Circle: Yes or No

The Privacy Act of 1974; Statute Title 5, US Code, Chapter 41; Section 5, C.F.R., part 410; and 131 & 231 FW1 Training Management Policy and Responsibilities, authorizes the collection of this information. This data will be used to validate training records and meet statistical reporting requirements to Office of Personnel Management, Human Resources, and Office of Management and Budget.

# APPLICATION FOR FEDERAL NATIONAL CONSERVATION TRAINING CENTER FISH AND WILDLIFE TRAINING

*NOTE: THIS PAGE DOES NOT NEED TO ACCOMPANY THE APPLICATION WHEN SUBMITTED TO THE REGISTRAR*

## **PAPERWORK REDUCTION ACT AND THE PRIVACY ACT - NOTICES**

IN ACCORDANCE WITH THE PAPERWORK REDUCTION ACT OF 1995 (44 U.S.C. 3501, ET SEQ.) AND THE PRIVACY ACT OF 1974 (5 U.S.C. 552A), PLEASE BE ADVISED THAT:

1. The gathering of information on personnel training activities is authorized by:
  - (a) The Privacy Act of 1974;
  - (b) Statute Title 5, US Code, Chapter 41;
  - (c) Section 5, C.F.R., part 410;
  - (d) and 231 FW1 Training Management Policy and Responsibilities, authorizes the collection of this information.
2. Information requested in this form is purely voluntary, however, submission of requested information is required in order to process applications for training courses authorized under the above acts. Failure to provide all requested information is sufficient cause for the U.S. Fish and Wildlife Service, National Conservation Training Center to deny an applicant a place in a course. (Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed.)
3. The National Conservation Training Center - Training Application training authorized under (a) The Privacy Act of 1974; (b) Statute Title 5, US Code, Chapter 41; (c) Section 5, C.F.R., part 410; (d) and 231 FW1 Training Management Policy and Responsibilities, authorizes the collection of this information and will be published in the Federal Register as required.
4. Routine use disclosures are used solely as a statistical research or reporting and is transferred in a form that is not individually identifiable. Non routine use disclosures will follow the requirement's of "The Privacy Act of 1974 5 U.S.C. 522a (b) conditions of disclosure" such as under the following conditions:

To officers and employees who have a need in performance of their duties;  
To representatives for civil or criminal law relating to enforcement activity or pursuant to the order of a court;  
To the House of Congress or committee or joint committee of Congress;  
To the Comptroller General or any of her authorized representatives;
5. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the information.
6. The public reporting burden for this information collection varies on the specific activity use being requested. The relevant burden for the Training application is 3 to 12 minutes. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing form. Direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington, D.C. 20240.

## **Freedom of Information Act - Notice**

For organization, businesses, or individuals operating as a business, we request that you identify any information that should be considered privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential business information must be clearly marked "Business Confidential" at the top of the letter or page and each succeeding page, and must be accompanied by a non-confidential summary of the confidential information. The non-confidential summary and remaining documents may be made available to the public under FOIA [43 CFR 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].

## **Application Processing Fee**

The US Fish and Wildlife Service, National Conservation Training Center does not collect an application-processing fee.